



What's Next: Moving from Fellowship into Action
April 22, 2026

Instructions for Poster Presenters 2026 New York State Public Health Corps Summit

The following guidelines will be of assistance to you while preparing your poster presentation.

What to know before preparing your poster:

- Fellows are required to receive supervisory approval before preparing their poster.
- Fellows must follow their host organization internal policies for presentation approvals.
- It is required that your supervisor approve your final template **before** you submit in the Oxford Abstracts platform.
- The NYSPHC Fellowship Program will print posters for Fellows who submit their final poster template into the Oxford Abstracts platform **no later than Friday, March 13, 2026**.
 - *If a Fellow does not meet this deadline, they will be responsible for paying, printing, and transporting their poster to Summit.*
- Fellows must create and submit their poster in a PDF format in accordance with the size guidelines outlined below.

Preparing your poster:

Text on poster:

- Use a clear typeface such as Arial, Times New Roman etc.
- We suggest a minimum font size of 24.

Poster Board Size:

- Size of usable area: NYSPHC will be printing posters 30 inches high and 40 inches wide. Your poster should fit within these guidelines.
- The poster should be readable from 3 – 4 feet away.

Graphs and diagrams:

- Graphs and figures should be readable.
- They should be drawn with a minimum line width of 1 mm.
- Pictures are encouraged, if applicable.

- You can make handouts; however, presenters must coordinate printing and transport these materials. Fellows should consider utilizing a QR code, if applicable.

Supervisory Approval:

Before submitting your final poster, your supervisor is required to review, edit, and approve the final version of your template including:

- Font
- Spelling
- Graphs
- Content
- Formatting
- Citations/acknowledgements

Submitting your poster:

- Your final poster template must be submitted to the Oxford Abstracts platform no later than **Friday, March 13, 2026**.
- For your poster template, please create and submit it in a **PDF format**.

NYSPHC Poster Liaison Role:

- Primary point of contact for their assigned presenter(s).
- Guide presenters through the logistical details necessary to have a successful and meaningful poster session.
- Answer any questions that arise.
- Serve as a resource for all assigned presenters to ensure clarity and help reduce opportunities for error.
- Review your poster presentation to provide feedback.
- Welcome all presenters when they check in for assigned presentation time.

Poster Presentation Time:

- Poster presentations will take place at the NYS Public Health Partnership Conference during the NYSPHC Summit Fellowship poster session on **Thursday, April 23rd from 2:00 to 2:45 pm**.
- The poster must be staffed/presented by a minimum of one author during the session.

Poster Set Up and Breakdown:

- If NYSPHC prints your poster, your poster will be set up by your Poster Liaison or Program Staff in advance of your section starting.
- If printing your own poster, you will need to coordinate with your liaison.
- You will need to remove your poster at the end of the day. Be sure to take your poster when you leave (it's yours to keep!).

Next Steps

- Map out a clear timeline to ensure you meet the **March 13th** submission deadline to upload final poster in Oxford Abstracts platform.
- Set a meeting with your supervisor in **advance of this deadline** for their approval.
- Contact your Poster Liaison with questions.